
FIRE FACT NO. 007 CHECKLIST(s) : 99
TITLE : MAINTENANCE AND TESTING RECORDS
CHECKLIST ITEM(s) : 99-11 through 99-22 and 99-56
REFERENCE(s) : 91-101/31-1.3
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One of the most important safety issues facing facility owners and operators is the maintenance, testing, and documentation of the required and supplemental safety systems in their buildings.

The Kansas Buildings Fire Safety Handbook emphasizes the importance of this testing and documentation. It is verified by field inspectors and required by the enforcement of this code document.

The proper and efficient accumulation of records for the maintenance and testing of equipment, alarms, emergency lighting, fire extinguishers, automatic sprinklers, and suppression systems has come to the forefront of the inspection process. This record gathering allows for a quick and easy overview of how the facility performs and maintains fire safety standards for the public occupancy of their buildings.

In an effort to simplify this system and to provide more consistent maintenance records, the Kansas State Fire Marshal's Office is providing a sample "Maintenance and Testing Record" to be used as a guide for facility use.

These monthly maintenance and test records should be placed in SECTION # 1 of the central Facility Fire Safety Notebook and will provide an organized and efficient means to record the maintenance of life safety systems. **(See FIRE FACT 054).** This will also allow for quick overview by the inspectors during field reviews. The facility will be able to exhibit their efforts toward year round compliance and adherence to required fire safety standards.

We believe this sample will assist the record gathering process that encompasses the facility, the inspectors, and enforcement. The end result being the proper retention of the required documentation and the compliance of facilities to the highest level of fire safety for the public occupancy and assembly of the citizens of Kansas.



Maintenance & Testing Record For Emergency Equipment

FACILITY :

BUILDING:

MONTH:

YEAR:

Unit #	Exit Doors And Hardware	Emergency Lighting		Fire Extinguishers	Emergency Generator	Fire Alarm And Detection Systems	Automatic Sprinkler System	
		90 min. Annual	30 sec. Monthly				Monthly	Quarterly
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Comments :

Signed:

Date:

NOTES:

1. All testing and maintenance procedures must be dated and signed by the individual completing the testing or maintenance.
2. All components of emergency and safety systems should be listed by location and type.
3. Comments should include information regarding date and nature of system malfunction, repairs or replacements made, and date system returned to normal service.

